

Minutes of the Human Resources Committee

Tuesday, April 8, 2014

Chair Paulson called the meeting to order at 6:15 p.m.

Present: Supervisors Duane Paulson, Dan Draeger, Jennifer Grant, and Mike Crowley. Pauline Jaske arrived at 6:21 p.m. **Absent:** Kathleen Cummings.

Also Present: Chief of Staff Mark Mader, Administrative Services Manager Randy Setzer, Clinical Services Manager Joan Sternweis, Senior Human Resources Analyst Renee Gage, Human Resources Manager Jim Richter, and Supervisor Elect Christine Howard.

Approve Minutes of 2-20-14 & 3-18-14

MOTION: Crowley moved, second by Draeger to approve the minutes of February 20. Motion carried 4-0.

MOTION: Crowley moved, second by Draeger to approve the minutes of March 18. Motion carried 4-0.

Chair's Executive Committee Report of 3-31-14

Paulson highlighted the following items discussed at the last Executive Committee meeting.

- Approved ordinances relating to the Federated Library and the joint Waukesha County/City of Milwaukee Materials Recycling Facility.
- Approved the Internal Audit plan.

Schedule Next Meeting Date

- May 20

Jaske arrived at 6:21 p.m.

Ordinance 168-O-120: Modify The 2014 Health And Human Services Budget To Create Medical Coder Positions To Implement New State And Federal Healthcare Regulations

Setzer explained the request for two full-time equivalent Medical Coder positions whose focus would be on ICD-10 coding, medical system implementation, and audits of the medical records system to meet standards and improve corporate compliance. Sternweis discussed the increasing complexity of medical coding standards and Paulson reviewed the financial details of the proposal.

MOTION: Grant moved, second by Jaske to approve Ordinance 168-O-120. Motion carried 5-0.

Review and Approve Modifications to the Centralized Records Supervisor Classification Specification

Richter explained the modifications to the Centralized Records Supervisor classification specification which pertain to the training and experience requirements. Richter also discussed challenges with filling this position.

MOTION: Grant moved, second by Draeger to approve modifications to the Centralized Records Supervisor classification specification. Motion carried 5-0.

MOTION: Draeger moved, second by Crowley to adjourn at 6:30 p.m. Motion carried 5-0.

Respectfully submitted,

Pauline T. Jaske
Secretary